

How to Use the Healthcare Equipment, Furniture, Furnishings and Related Services HSP38 Statewide Contract

Contract #: HSP38 & HSP38MFRDIRECT Contract Duration: 03/01/13 to 02/29/16
MMARS #: HSP38* & Options to renew: One from 03/01/16 to 2/28/17
HSP38MFRDIRECT*
COMMBUYS PO #: HSP38 one per category, HSP38MFRDIRECT Category 1 only –
see Contract Summary
Max End Date: 2/28/17
Contract Manager: Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity
Program (SDP)

Contract Summary

This contract covers Healthcare Equipment, Furniture, Furnishings and Related Services including related parts used in all healthcare facilities and settings. All Categories include services: design, installation, repair and maintenance agreements entered into at time of purchase. Category specific products and services include:

Category 1 – Healthcare Equipment, Furniture and Furnishings for general use

PO-14-1080-OSD01-OSD10-00000001308 Distributors

PO-14-1080-OSD01-OSD10-00000001187 Manufacturers via Managed Healthcare Associates (MHA)

- exam tables & lights, hospital beds, patient lifts, stretchers, shower trolleys, bathing systems, phlebotomy chairs, wheelchairs
- crash carts, medicine carts, scales
- defibrillators (AEDs), EKG machines, respirators, scopes, ventilators
- bariatric equipment
- healthcare facility furniture: patient/client room & common areas
- healthcare facility furnishings: cubicle curtains, window treatments, railings, lighting, signage
- operating room equipment
- ophthalmology equipment
- physical occupational and rehabilitative therapy equipment including exercise equipment

Category 2 – Custom Fitted Healthcare Equipment

PO-14-1080-OSD01-OSD10-00000001302

Equipment that is custom fitted to a specific patient/client such as wheelchairs, and adaptive equipment.

Category 3 — X-ray and Radiology Imaging Equipment

PO-14-1080-OSD01-OSD10-00000001305

Benefits and Cost Savings

- Competitive not to exceed markups allow buyers to compare prices
- RFQ Category 1 & 3 purchases more than \$2,000 to get best value, optional for purchases up to \$2,000

- Medline Category 1, and Hudson Category 2 vendors provide third party billing Mass Health or Medicare Part B, which must be arranged prior to purchase
- Free sample products are available when conducting product review or evaluation trials prior to purchase.
- Free in-service education on products and equipment available.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also helps a department to meet their SDP annual benchmarks.
- Vendors have local, regional, and national experience and exposure.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options:

Purchases made through this contract will be direct outright purchases. Other Healthcare Equipment costing less than \$1,000 is available under SWC HSP33 Medical Commodities. Contractors are listed on each Category MBPO - click the "Vendor" Tab, then the "Distributors" Tab.

All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract HSP38" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract HSP38 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).

General Hint - One way to find this SWC is with "Advanced Search" entering the contract number (three letters two digits) in the "Description" field.

Vendor catalogs can be searched in their Master Blanket Purchase Order (MBPO) **ONLY** if you are logged in to [COMMBUYS](#), and were assigned a "Basic Purchasing" role by your Organization Administrator. When you log in and are working under the Basic Purchasing Tab (many users will see only this tab), you can search the items in a vendors catalog under the items tab. You can use the results of your review of prices or your RFQ to create your Purchase Requisition, which will become your Purchase Order when approvals are complete.

Ordering process when this contract requires quotes:

Whenever this contract requires you to obtain quotes, the general process you have to follow is: (1) obtain quotes by issuing an “open market” bid restricted to the vendors on this contract; (2) once the quotes have been obtained, and an award made cancel the bid; (3) issue a “release requisition” against the existing Master Blanket Purchase Order (MBPO) for this statewide contract; (4) once the requisition is approved, convert it to a PO and send to the vendor. The specific ordering steps to take are:

1. Create an Open Market Bid with “Purchase Type” “Open Market” and with “Bid Type” “Closed.” On the Bidders tab, click the “Restricted” button and enter each bidders ID from the MBPO for this statewide contract. Under the “Items” tab, create a new item using the same Commodity / UNSPSC code as the relevant item on the MBPO for this statewide contract. Include specific product requirements for the order as an attachment and/or as part of the item description(s). Send the bid and obtain quotes.
2. Once the quotes have been received, award it, and then cancel the Open Market Bid. Do not create a Purchase Order from the Open Market Bid.
3. Create a Release Requisition referencing the MBPO for this statewide contract. When creating the requisition, look up the relevant SWC item by searching for the statewide contract number (three letters and two digits) in the “Description” field, click to “Select” the items, and then “Save & Exit.” Once the item has been added to the requisition, edit it to add the specific product description and input the winning quote price. On the vendor tab, use the “Change Vendor” button to replace “Conversion Vendor” with the winning Quote Vendor. On the “Attachment” tab attach the winning Quote noting the Open Market Bid number in the “Description” field.
4. When approved take the Requisition through to your Purchase Order.

How to order Category 1 Healthcare Equipment, Furniture and Furnishings for general use

For Category 1 purchases greater than \$2,000 the above “**Ordering process when this contract requires quotes**” must be followed, but is optional for purchases less than \$2,000. Other Healthcare Equipment costing less than \$1,000 is available under SWC HSP33 Medical Commodities and its successor. Additional requirements of the Category 1 ordering process:

- a) Use the HSP38 Request for Quotation (RFQ) Form attached to the MBPO.
- b) Send the Open Market Bid to all HSP38 Category 1 vendors and to the GPO (MHA).
- c) HSP38 Vendors will respond to the RFQ using the RFQ format attached to the MBPO.
- d) The GPO will distribute the RFQ to manufacturers it deems appropriate within its contract portfolios.
 - i) The GPO manufacturer will return its quote to the GPO not the purchaser.
 - ii) The GPO will send the manufacturer’s quote to the purchaser.
 - iii) If a HSP38 Category 1 Vendor is selected, proceed with the transaction using HSP38.
 - iv) If a GPO manufacturer is selected the purchaser must notify the GPO. The GPO will notify the manufacturer. The purchaser **must not proceed** with the purchase until the GPO approves it. If additional quantities need to be purchased from the same RFQ the purchaser must notify the GPO and receive the GPO’s permission before proceeding with the additional purchase.
- e) You may within 6 months purchase the same additional items using the results of the original RFQ, provided that the Vendor is willing to sell at the same or at a lower price.
- f) Complete a HSP38 Results Reporting Form, attach it with your PO and email it to the OSD Contract Manager.

How to order Category 2 Custom Fitted Healthcare Equipment

Hudson, the sole Category 2, Vendor provides custom fitted equipment such as wheelchairs, lifts, client specific equipment, adaptive equipment, and related repair parts and services. The Category 2 ordering process is:

- a) Contact Hudson. **Do Not** contact the GPO. Contact information for vendors is in the “Vendor List and Contact Information” below.
- b) An attachment lists a series of rates to consider and the HSP38 Request for Quotation (RFQ) Form is a guide to drafting a Statement of Work.
- c) Attach the final completed SOW with your PO.

How to order Category 3 X-ray and Radiology Imaging Equipment

The Category 3 Vendors will provide X-ray and radiology imaging equipment; and installation. For Category 3 purchases greater than \$2,000 the above “**Ordering process when this contract requires quotes**” must be followed, but is optional for purchases less than \$2,000. Additional requirements of the Category 3 ordering process:

- a) Use the HSP38 Request for Quotation (RFQ) Form attached to the MBPO.
- b) Send the Open Market Bid to all HSP38 Category 3 Vendors - **Do Not** send the GPO (MHA).
- c) HSP38 Vendors will respond to the RFQ using the RFQ format attached to the MBPO.
- d) The purchaser may within 6 months purchase the same additional items using the results of the original RFQ, provided that the Vendor is willing to sell at the same or at a lower price.
- e) Complete a HSP38 Results Reporting Form, attach it with your PO and email it to the OSD Contract Manager.

Additional Information

1. Group Purchasing Organization (GPO)

A group purchasing organization is an entity that helps healthcare providers — such as hospitals, nursing homes and home health agencies — realize savings and efficiencies by aggregating purchasing volume and using that leverage to negotiate discounts with manufacturers, distributors and other vendors of health supplies such as pharmaceuticals, biologics, medical/surgical equipment, laboratory supplies, and capital equipment. GPO's actively negotiate contracts with manufacturers on behalf of their members, and/or provide their members access to the purchasing contracts of other GPO's.

The Commonwealth's GPO for this contract is Managed Healthcare Associates (MHA). MHA is not itself a vendor on this contract, but through MHA the Commonwealth can access MHA's national contract pricing. Their role in ordering is in “How to Order Category 1” below. Their contact information is in the “Vendor List and Contact Information” below. Further information on GPO's from their association is attached to the MBPO.

2. Product Specifications

All items sold under this contract must be compliant with all applicable Federal laws and regulations such as FDA 21 CFR at time of sale; and all applicable Commonwealth of Massachusetts Laws and Regulations; and when applicable meet City of Boston Fire Code standards.

All items purchased under this contract will be “hospital grade” and meet all Joint Commission standards and be intended for use in Hospitals and Healthcare Institutions.

3. Delivery:

For Category 1 or 3 purchases not requiring an RFQ (with no minimum for order size), shipping is free within seven (7) calendar days of receipt of the order. For an RFQ item, any Freight cost needs to be listed in the final Purchase Price quoted. For any order, a purchaser has the option of agreeing to special charges such as: an expedited (express or overnight) delivery, hazmat fees, or other special handling. No Delivery Fuel or other Surcharges will be assessed to the Commonwealth.

4. Returns:

Items ordered in error in original packaging and in saleable condition may be returned for full credit if the vendor is notified within 20 calendar days of the delivery date. Wrongly shipped items may be returned for full credit. No shipping costs or restocking charges will be assessed to the Commonwealth.

5. For MMARS Accounting System Users Only:

- a) For purchases from a Category 1, 2, or 3 vendor listed in this document use Master Agreement HSP38.
- b) For purchases of Category 1 items from MHA GPO vendors use Master Agreement HSP38MFRDIRECT. If a selected manufacturer is not listed on Master Agreement HSP38MFGDIRECT, the GPO will attempt to obtain all the required Commonwealth forms and send them to the OSD Contract Manager to obtain a Vender Code. If this does not occur in a time frame that meets your needs, select a HSP38 Vendor who responded to the RFQ, and notify the GPO and the OSD Contract Manager of the change.

Where to Find Contract Information on COMMBUYS

To find in depth Master Blanket Purchase Order (MBPO) information: on the [COMMBUYS](#), login page click on the “Contract & Bid Search” link, click the Contracts/Blankets button, enter the contract number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled “Header Major Status” – if so, use the dropdown menu to select “3PS-Sent), then all users click the “Find It” button, to see all MBPO’s. You will see the MBPO’s listed above for the four categories. If you see a “vCurrent” MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO’s.

Strategic Sourcing Team Members

Name	Organization	Email Address
Bob Barneke	MA Hospital School	Bob.Barneke@State.MA.US
Kathleen Bouchard	Chelsea Soldiers Home	KBouchard@State.MA.US
Jennifer Fennell	Lemuel Shattuck Hospital	Jennifer.Fennell@State.MA.US
Roy Gichel	MA Hospital School	Roy.Gichel@State.MA.US
Shelagh Lord	Hogan Regional Center	Shelagh.lord@state.ma.us
Judi Lydon-Ruby	Wrentham Developmental Center	Judi.lydon-ruby@state.ma.us
Kathy Monahan	Holyoke Soldiers Home	kathy.monahan@State.MA.US
Kathy Rufo	Tewksbury State Hospital	Kathy.Rufo@State.MA.US
Brian Sullivan	Western Massachusetts Hospital	Brian.H.Sullivan@state.ma.us

Vendor List and Contact Information

The available Contractors are listed by category below. Supplier involvement in any of the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD). Also shown is their Not to Exceed (NTE) Markup %.

Category 1 Vendors	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Associated X-Ray Imaging Corp.	John Olenio	800-356-3888 Fax 978-521-2214	sales@associatedxray.com	SBPP,SDP	5%/10 4%/15 3%/20 2%/30	25%
Claflin Equipment	Bryan Messier	800-338-2372x8279 Fax 888-685-5455	gov@claflinequip.com	SDP	1%/10	15%
Correctional Technologies	Paul Novak	(630) 455-0811 Fax 630-455-0813	Paul@Cortechusa.com	SDP	2%/10	50%
Medline Industries	Keith White	508-478-3713 FAX 508-478-6588	kwhite@medline.com	SDP	2%/20 1%/30	18.5% own line 8% others
PGS Medical	Philip Stiles	(508) 892-1569 Fax 508-796-2659	tubbymann@aol.com	SBPP,SDP	2%/30	40%

Category 2 Vendor	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Hudson Seating & Mobility	Agnes Tupper	508-623-2500x605 FAX 860-666-7501	agnes.tupper@hudsonmobility.com	SDP	2%/10 1%/15	On Comm- PASS Cost Sheet

Category 3 Vendors	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Associated X-Ray Imaging Corp.	John Olenio	800-356-3888 Fax 978-521-2214	sales@associatedxray.com	SBPP,SDP	5%/10 4%/15 3%/20 2%/30	25.0%
X-ray of Rhode Island dba XRI	Elise Johnson-Stanford	800-556-6635 Fax 401-738-8177	ejohnson@xrin.com	SDP	1%/20	21.5%

Group Purchasing Organization	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Managed Healthcare Associates	Kimberly Thompson	800- 948-7172 Fax 855-485-1106	KThompson@mhainc.com	SDP	N/A	N/A